

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Operational Risk Management Department
Post	Resilience & Planning Officer
Post No	NU101
Grade	9 (£26,999 - £28,785)
Location	South Wales Fire and Rescue Service Headquarters
Responsible to	Station Manager - Operational Risk Management
Responsible for	Resilience Team

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To support the Resilience & Planning Team, working with both internal and external partners on all aspects of Emergency Planning. Working to further develop 'Business Continuity' within South Wales Fire and Rescue Service (SWFRS) and to assist with the management of the Resilience team.

DUTIES AND RESPONSIBILITIES:

1. To develop and test 'Business Continuity' within South Wales Fire and Rescue Service (SWFRS).
2. To provide guidance and support in all aspects of Emergency Planning and to assist with the management of the Resilience team.
3. To deputise and represent the Resilience & Planning department at relevant meetings and report on developments to key members of the department.
4. To prepare reports in relation to Business Continuity and Emergency planning and other information as and when requested by the Operational Risk Management departmental manager.
5. To liaise with other agencies in order to develop and review policies and procedures, ensuring 'Best Practice' performance is maintained.
6. To use baseline document marking when undertaking day to day activities.
7. To deliver presentations and organise a variety of training events in relation to Business Continuity.

8. To maintain a continually developing level of competency, through ongoing training and self - development opportunities;

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both in English and in Welsh and we welcome communication in either language.

Note:

There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

